

City of Long Beach

Special Event Holder Application

Name of Event Holder: _____
Address of Event Holder: _____

Contact Person: _____
Telephone Number: _____
Facsimile Number: _____
Limits of Liability Desired: _____
(If Excess of City Requirement)

Event Information

Date(s) of Event (including _____ Time : _____
Set-up and Tear-down Days)
Location of Event: _____
Name and Description of Event: _____

Total Attendance (Per Day) including Participants and Spectators:

Day One		Day Six	
Day Two		Day Seven	
Day Three		Day Eight	
Day Four		Day Nine	
Day Five		Day Ten	

Additional Exposures:

	Yes	No
Vendors/Exhibitors/Concessionaires? ¹		
Caterers? ²		
Liquor Served?		
Food/Non-alcoholic Beverages Served?		
Food/Non-alcoholic Beverages Sold?		
Entertainment Activities ³		
Liquor Sold?		

Required Attachments:

- Copy of Permit Application.
- Copy of Contracts pertaining to the Event.
- Listing of all required Additional Insureds, including their names, addresses, contact persons, and telephone numbers.
- Forms for waivers and releases of liability by participants for any sporting events, overnight or day camping, and races (including Soap Box derbies).

¹ Attach a sheet listing the names, a contact person, telephone number, and address of all of these.

² Attach a sheet listing the names, a contact person, telephone number, and address of all of these.

³ Describe the entertainment activities. Provide a list with activities and times.